



## MINUTES OF JOBS STRATEGY GROUP

<b>Date:</b>	<b>Friday 2<sup>nd</sup> September 2011</b>	
<b>Held at:</b>	Lloyds TSB Office, 120 George Street Edinburgh	
<b>Present:</b>	David Metcalfe (Chair)	Chair
	Malcolm Barron	Skills Development Scotland
	Brian Lister	Lothian Association of College Principals
	Jim McGonigle	Jobcentre Plus
	Ken Shaw	City of Edinburgh Council
	Brian Martin	City of Edinburgh Council
	Roger Horam	Edinburgh Chamber of Commerce
	Jim Rafferty	Capital City Partnership
	Kate Kelman	Capital City Partnership
<b>Apologies:</b>	Kate Burton	NHS Lothian

Item Action

### 1 Minutes of previous meeting and Matters arising

The minutes of the meeting on 24 March 2011 were accepted with these amendments:

- The minutes of 24/03/11 will be corrected to show that the previous meeting was held in 2010.
- The presentation by Lesley Martin on the agenda will be covered by Ken Shaw in his update.

Brian Lister introduced the issue of the reach of the Job Strategy Group to other Lothian local authorities and beyond. The group noted increased collaboration with councils through the European Community Planning Partnership programme; the Forth Crossing project. It was agreed that although the group sits within the Edinburgh Partnership it welcomes wider collaboration. The group agreed to look at practicalities for deepening the relationship with adjacent Local Authorities through improved communication and practice – such as joint commissioning.

All

### 2 Operational Plan

Jim Rafferty introduced the revised draft operational plan based on the review of strategic direction undertaken in June.

**Greater Customer Reach** – Brian Martin reported that the group has not met for some time as the focus has been on co-commissioning driven by the pipeline approach.

**Employer Outreach** – Jim reported that there has been good progress on this. Now working on marketing and events that will publicise the 'offer'.

**Reducing Youth Unemployment** – Malcolm reported that the Targeted Pathways programme has been commissioned. There will be 145 in the Lothian and Borders areas with 74 places in Edinburgh. The hope is that the programme will impact on this year's SLDR figures. He noted that if any organisation were commissioning services they have to start by 30<sup>th</sup> September to show as positive destinations in the results.

Commenting on point 3.6 in the plan Brian stated that he would welcome discussion with CEC regarding the senior phase of school. Malcolm agreed that it is essential that children

are prepared for leaving school and that they have suitable CVs, personal statements and interview skills. Jim suggested that Karen Prophet from CEC Children & Families be asked to the next meeting to discuss this. Brian Lister will take this to the next Edinburgh Partnership meeting.

JR  
BL

Ken informed the group about progress on the Edinburgh Guarantee. They expected final approval on expenditure in September. Fifty additional Modern Apprenticeships will be delivered within the council and 80 trainees will receive intensive support – the target group for this will include vulnerable young people especially care leavers. There has been a major emphasis on employer engagement both private and public sector – RBS, NY Mellon and Microsoft are in talks with the council about offering MAs and training places for young people. Ken reported that there is a growing expectation that large employers will offer one MA place for every 100 employees. Officers are looking at ‘badging’ this pledge. Brian Lister offered to look at offering young people who do not manage to achieve places a training place within the college and to investigate how the colleges might reach the one to one hundred standard.

**Achieving best value** – Ken Shaw is to take over as lead partner in this operational element.

**Performance Improvement** – Jim asked Ken if it was possible for someone from the Strategy and Research team in Economic Development to lead on this workstream. This was agreed

KS

**Jobseeker Offer and Customer Satisfaction** – Malcolm Barron is interested in joining this group.

**Support for Low Earners** – Once his team’s restructure is complete Ken Shaw will be able to field someone to lead this group. The group agreed to a short life working group to take this workstream forward with representation from CCP, CEC, NHS, the colleges and the SDS National Operations dept. CCP to arrange a date for the initial meeting.

JR

The revised Operational Plan, proposals for developing the new themes and the associated governance proposals were agreed.

#### 4 **Partner Updates**

**Skills Development Scotland** – Malcolm reported that recruitment for TfW and GRfW were slightly ahead for this point in the year. SDS are expecting 20,000 new MA places in 2011-12; 13,000 of those will be for the 16-19 year group. In addition there will be another 5,000 MA places targeted at the recently employed largely for people up to age 24. He reported good uptake on Flexible Training Opportunities but there was some ground to be covered before they reached the target on the Employer Recruitment Incentive which is aimed at employers recruiting someone who has been on GRfW, TfW a care leaver or ex-offender.

Malcolm then delivered a presentation on Skills Development Scotland’s new web-based tool ‘My World of Work’.

Ken mentioned that it would be useful to get the My World of Work product into libraries and he will forward Malcolm a contact.

KS

**City of Edinburgh Council** – Ken reported to the group that the current Economic Review is currently out for consultation.

[http://www.edinburgh.gov.uk/info/216/local\\_economy-development/1426/edinburgh\\_economic\\_review/1](http://www.edinburgh.gov.uk/info/216/local_economy-development/1426/edinburgh_economic_review/1)

The consultation on the commissioning strategy is now closed. 17 responses were received and they were generally positive, the strategy will go to the committee in October. The commissioning process will start soon and will have two focuses:

- Hubs – replacing the area-based intermediaries with one contract, plus a unified ‘contact’ hub which will form the gateway to the service.
- A challenge fund – a competitive pot which will replace the third party grant process. The assessment of applications to this fund will be carried out by the partnership and will include EVOC and Neighbourhood Partnerships.

The recommendations resulting from this commissioning will go to council in February. Ken assured the group that the assessed proposals will be looked at as a whole programme of delivery. The intention is to give one to three year contracts. Ken said he welcomed the support offered by partners for the assessment process.

**Colleges** – Brian introduced the consultation on the future of Edinburgh’s colleges and thanked the group for their input to the consultation and continued support.

**Capital City Partnership** – Jim told the group that the restructuring of the Job Strategy team is now complete. There remain some governance arrangements to revise.

**Jobcentre Plus** – Jim McGonigle told the group that his staffing resource is reducing. Jim asked that the partnership bring any issues that were occurring as a result of this to his attention. He also stated that Incapacity Benefit on a contributions basis will now be limited to one year with effect from April 1<sup>st</sup> 2012. The Work Programme is now up and running with no significant issues. Incapacity migration is ongoing but its effects have not been felt yet. He told the group that the employer engagement strategy needs to be emphasised both in terms of involvement and marketing. The Flexible Support Fund is being advertised; the first closing date is 9<sup>th</sup> September and the second round closes on the 30<sup>th</sup> September. Jim McG asked that the advert be put on the Joined up for Jobs website. Ken suggested that the Challenge Fund and the Flexible Support Fund be looked at together to ensure that they complement each other.

## 5 **Outcomes, Target and Indicators report**

Jim presented the report to the group; he asked that any comments be forwarded to him.

Jim then tabled a report from Caselink. This shows the range of possible reporting from the system. Jim asked that the partners consider the report and let him know if their organisations would like any regular bespoke reporting from the system.

All

The group asked whether it would be able to contextualise some of the data i.e. that geography is contextualised by population size. Jim also agreed to explore the adding of financial information to the system to arrive at some cost per outcome figures. He agreed that the report, or extracts from it would be published on the JUfJ website on a regular basis once it was in a form the partners were happy with.

## 6 **AOB**

The final report from Cambridge Policy Consultants is now available for comment by the partnership.

David is attending a national meeting on the Employer Engagement Strategy on the 21<sup>st</sup> September and asks partners to let him have any comments for the Minister in advance of that date. He will circulate the Terms of Reference to the group.

DM

## 9 **Date of next meetings**

The schedule of future meetings was agreed as follows:  
(all meetings are on Thursdays at 2pm)

01 December 2011  
09 February 2012  
17 May 2012

16 August 2012  
15 November 2012